

Welcome to the next level

This document was prepared with the most important information which we believe you should be aware of at this stage.

We therefore ask you to read all the points carefully, paying full attention. Should you have any doubts, please do not hesitate to contact us.

8 Points

*to take into account
throughout the school year*

01. Academic calendar

The calendar for the 2024/2025 Academic Year can be consulted [here](#) or in the Fenix portal > Student Tab "My Fenix" > "Services" > Calendar

04. How to communicate

After enrolling, an institutional email account is automatically created and the login to the Fénix portal is done with the student number.

You should make sure you have access to your institutional email and Fenix (keep an eye out on the "My Fenix" tab > "Communication" > "Inbox", on the Fenix portal, because these are the ways that ISEG communicates with students. Find more information about ISEG communication [here](#).

If any technical problems arise, please report them to the ISEG Helpdesk, via email: helpdesk@iseg.ulisboa.pt

07. Rights and Obligations

We ask you to read the Student's [Charter of Rights and Obligations](#) at ISEG

08. Statements & Requirements

On the Fenix portal, you can issue various declarations (e.g. registration, enrollment, sub 23...), request statutes (e.g. student worker), cancel enrollment, etc., by accessing the Fenix Portal, in the tab "My Fenix" > "Services" > Requisitions > + Create > and selecting the required type of requisitions.

02. Timetables

The timetables are available on the ISEG website for consultation until, on the respective pages of each course [here](#).

Once the enrollment in the curricular units completed, the timetables can also be consulted on the Fenix portal, under the tab "My Fenix" > "Services" > Calendar.

05. Tuition Fees

The dates of payment of tuition fees and the amount to be paid for each installment can be consulted [here](#).

The payment plan is available in your current account, where you must access it to consult it. For this purpose, you must access Fenix portal, in the tab "Student" option "View Account" Select one of the following payment methods:

- ✓ Credit card
- ✓ MbWay
- ✓ ATM Reference.

In case of choosing a bank reference, this must be consulted in the "Payment references" tab.

You can also check your receipts and invoices in your account. If you want the invoices to be issued on behalf of another entity, you must send us, before any payment, an email with the tax data to consider.

03. Important deadlines

In the "[Important deadlines](#)" document you can find all payment dates, registration, assessment periods, etc.

We highlight the importance of meeting the stipulated deadlines, in order to avoid any non-compliance restrictions and/or costs.

06. Regulations

You should consult the [ISEG regulations](#), namely the [Tuition Fee Regulation](#). We call your attention to the importance of reading this document in its entirety, given the implications of non-compliance with payment deadlines, as well as the fact that the communication of a possible withdrawal/cancellation only produces effects from the moment it is communicated and formalized on the Fenix portal. Not canceling the duty to pay tuition fees already due, emoluments and default interest calculated at the legal rate will also have implications that can be prevented.

Important information for June and September

01. Completing the enrollment process

Once registered, it is necessary to complete the registration process.

This step is essential for the assignment of the class and curricular units to be successfully completed.

Enrollment deadline: from June 24 (10:00 am) to July 1 (11:59 pm).

How: Fenix Portal > "Student" tab > left side menu > "Enrol" option > "Enrolment Processes" > Click on "Start Enrolment Process"

You must properly fill in the missing fields and proceed step by step until the process is completed.

02.

Enrollments in mandatory 1st year curricular units are generated automatically by the system.

After the registration process is completed the timetable can be consulted on the Fenix Portal, under the tab "My Fenix" option "Services" > "calendar"

04.

The application for equivalencies can be requested using a specific [form](#), at the beginning of the school year and until September 8, for analysis of the PhD's coordination and subsequent decision by the Scientific Council, in accordance with the [ISEG Accreditation Regulation](#).

05.

If you are applying for a scholarship, you should, as soon as possible, send us proof of application for the scholarship to the email smd@iseg.ulisboa.pt.

07.

You can find this and other information on the [Website of the Masters and PhD Office](#).

We are, as always, available for any clarification you consider necessary in the email: smd@iseg.ulisboa.pt
If any technical problems arise, please report them to the ISEG Helpdesk, via helpdesk@iseg.ulisboa.pt

See you in September!

03. Enrollment in Course Units (mandatory)



